

Oneida County Buildings & Grounds Committee Meeting
December 19, 2016
Minutes

Committee Members present: Billy Fried, Bob Metropulos, Scott Holewinski, Lance Krolczyk and Greg Oettinger.

Department Staff: LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

Others Present: Dan Gleason (LRES), Brian Desmond (Corporation Counsel)

Call to order

Chairman Billy Fried called the meeting to order at 9:00 a.m.

Approve agenda

Motion by Holewinski, second by Oettinger to approve the amended agenda. All ayes; motion passed (Krolczyk not present).

Bills, vouchers, blanket purchase orders, line item transfers

Motion by Holewinski, second by Metropulos to approve the purchase orders and bills as presented. Brunette reported there was a line item transfer from the other professional services account in the amount of \$2,000 to software maintenance for the IT department for the additional support of the video conferencing system for an extended maintenance agreement. Motion amended by Holewinski to include the line item transfer as presented. All ayes; motion passed (Krolczyk not present).

Bid for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project

(Lance Krolczyk joined the meeting at 9:03 a.m.)

Brunette reported the bids were due on Monday, December 12th but only received 1 bid timely and a second after the deadline. Desmond advised the committee they reserved the right to reject any and all bids for any reason adding the prevailing wage law will no longer apply as of January 1, 2017 and as a result see a lower cost for the project. Desmond commented they would like to see a motion to reject all bids and rebid after January 1, 2017. Motion by Holewinski, second by Metropulos to reject all bids and rebid after January 1st, 2017 without the prevailing wage language. Discussion of how to publicize and put the bids out so the next time the committee met they could look at the bids. Brunette commented the soonest ad run would be on January 2nd or 3rd and would legally need to allow 10 days for responses. The motion was amended to include changing the bid specs. Brunette stated she felt they would need to have another pre-bid walkthrough for anyone that did not bid previously and would need time to review the bids following the due date. Fried reaffirmed the motion was to reject all bids and rebid with the revisions as stated. All 'ayes'; motion passed.

Noise complaint – courthouse

Fried reported he had received a complaint regarding mostly snow bowing and leaf blowing. Brunette reported in prior years they would start as early as necessary to complete the work at the courthouse and then move to the other county facilities. Since the complaint we have been starting at 6 AM which barely gives enough time to get the work done noting it is a liability issue if they do not have it cleaned before the employees arrive. Brunette added there is no city ordinance and the City policy is to begin work at 2 AM if necessary. Discussion of work that needs to be done early when people are not around

to ensure everyone's safety. Fried noted part of complaint was an employee dropped their plow at about 4:30 AM to clear a space to park. Huber stated it was necessary to avoid a fine for parking on the street so he cleared a spot so Huber would not need to plow around him. Oettinger and Holewinski commented Huber should do what he has to do. Fried reported the request was to do other facilities before the courthouse. Brunette stated the other facilities are also in residential areas and added there are social workers and IT staff members on call that need to get into and out of the lot. Huber reported they plowed on Sunday so they would not bother him on Monday morning but added for more than 2 inches they need to start before 6 AM. The committee commented that safety comes first and directed Huber to do what he needs to do. Brunette added the noise might be the city or neighbors driveways being plowed.

Updates/action on Buildings & Grounds projects/activities

- a. **Law enforcement center radio room fire suppression**
Brunette reported they were waiting for a drawing from Troy Huber which they now have and should be proceeding shortly.
- b. **Law enforcement center retro-commissioning – lighting project**
Brunette reported the numbers from Mideo were in. They were the only response and came in under \$25,000 so bidding was not required. As soon as the lights are ordered, Mideo will begin the installation. Brunette reported only specific lights, up to 200, will be done with this project; additional light will be changed over to LED in 2018 with the courthouse first in 2017.
- c. **Courthouse exterior stone work**
Brunette reported Quality Building Restoration was waiting for anchors to come in and will complete the work as soon as it warms up.
- d. **Commendation – law enforcement center maintenance technicians**
Brunette stated she had received an email from the Jail Captain, Mark Neuman who wanted to let her and the committee know what a great job Mike Nelson and Eric Whitesides were doing citing one example of their efforts to repair the LEC dishwasher which resulted in a reduction in downtime and elimination of a service fee.

Cleaning Technician – up to 40-hour work week

Brunette reported Terry Dellenbach was going to the LEC 2 days a week to clean while their cleaning technician is off on Mondays and Tuesdays. By sending Terry, the maintenance technicians do not have to do that work, and the extra hours would give him a bit more flexibility to get his work at the courthouse done. Benefits at 37.5 and could be done indefinitely. Motion by Holewinski, second by Oettinger to approve the Cleaning Technician up to 40 hour work week as presented with the money to come out of the Buildings & Grounds budget. All 'ayes'; motion passed.

Public comment

None

Update on personnel disciplinary action

Brunette reported the employee whose disciplinary action which was discussed in closed session during a previous meeting, had filed an appeal.

Items for next agenda:

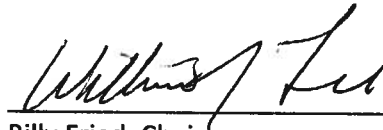
Updates, bids, a layout 2017 projects estimated start date and completion, primarily the Clerk of Courts

Future meeting date


Jan 23, 2017 at 9:30 AM, then the 3rd Monday of every month at 9:30 AM

Adjournment

Motion by Metropulos, second by Oettinger to adjourn at 9:38 AM. All 'ayes'; motion passed.



Billy Fried, Chair



Dan Gleason, Recording Secretary